

*BEST COPY  
Available*

6/17/98

HOW TO USE THIS ENVELOPE

FOR INTERNAL USE ONLY

1. Do not use standard manila or kraft envelopes for transmittal of documents when this envelope will serve the same purpose
2. Do not write on this envelope
3. Close envelope with "string and button" provided
4. Do not use gummed labels or adhesive tapes to seal envelope
5. Use this envelope for the transmittal of classified documents. When deemed necessary to double wrap, use this envelope as the outer wrapper.
6. Return excess accumulation of envelopes to the nearest supply room for re-distribution

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HOW TO USE REVISED COURIER RECEIPT

- COURIER TYPE*
1. Originating Office prepare in quadruplicate and retain copy #1. Attach copy #2 to document transmitted. Insert copies #3 and #4 in window envelope.
  2. *COURIER TYPE*  
Receiving Office receipt copy #3 and return to courier. When needed, copy #4 to remain in window envelope to provide an address for delivery to final action point
  3. When courier receipt is not used insert 3" x 5" addressed card in window envelope.

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